|  |  |
| --- | --- |
| Date: | 30th October 2012 |
| Time: | 3pm-4pm |
| Venue: | SISS level 5 |
| Attendees: | Kevin, Jenzus, Boon Kheng, Sherrie, Jervenne, Wai Mun |
| Agenda: | 1. User interface
2. Development
3. User testing
4. Change management
 |
| Others: | To be confirmed |

|  |
| --- |
| **Issues Raised** |
| 1. User interface
* Integration problems/constraints – redering of UI
* Stick to twitter bootstrap as much as possible. Minor changes to make it look as aesthetically pleasing as possible
* We if want to change the template, research as to me done
 |
| 1. Development
* Clarify the following during client meeting later
* NPO has one cause or multiple causes?
* Area of expertise from volunteers
* Registration from NPO
* Deadline
* Currently, registration, profile and questions split by 3 people
* By first week of school: user testing concurrent with development
* Task is priority so that we can do testing and get feedback
 |
| 1. User testing
* Kevin showed the high level view with his powerpoint
* Discuss with peter with regards to the resources for testing
 |
| 1. Change management
* Briefed the whole team regarding the process
* Bring up the change management process to Prof
 |

|  |
| --- |
| **Decisions made** |
| * User interface to be done by Kevin and Wai Mun but stick to twitter bootstrap as much as possible
* First week of school: user testing concurrent with development (task is priority)
* Highlight to peter the resources required for testing, resources to be provided by Peter.
 |

|  |  |
| --- | --- |
| **Changes to be done** | **Done by** |
| * Additional field to be added to the change management
 | Sherrie |
|  |  |